

Benson Hill Cooperative Preschool



**Children and Parents
Learning Together**

Bylaws

Updated Spring 2017

BYLAWS

- ARTICLE I** *Name*
The group shall be known as the Benson Hill Cooperative
Preschool.
- ARTICLE II** *Affiliation Statement*
The Benson Hill Cooperative Preschool (BHCP) is a Member
of Parent Child Preschools Organization (PCPO). The
following will be provided by PCPO:
- Section A** *Insurance*
1. Allows the preschool to take part in the group insurance.
- ARTICLE III** *Purpose*
- Section A** *For the Children*
1. Mental, social, emotional and physical growth and
development
 2. Supervised and enriching play and learning experiences.
- Section B** *Adult education through:*
1. Active participation in the classroom setting
 2. Required parent education sessions.
- ARTICLE IV** *Facility*
The BHCP Board arranges and secures an appropriate
location for the school.
- ARTICLE V** *Registration*
- Section A** The children shall be the minimum required age for each
class by August 31 without exception. This policy reflects
the admittance policy of the public school districts in the
area.
- ARTICLE VI** *Membership*
- Section A**
1. Children presently enrolled in the program and their
siblings may begin registration for the fall term no later

than early February. Alumni will be allowed to register next, followed by children on the current waiting list. Dates for each enrollment period to be set by the Board.

2. Enrollment will open to the general public at the open house no later than early March; date to be set by the Board.
3. All persons accepted for enrollment shall pay a non-refundable registration fee, set by the Board. Registration fees will be refunded if class is canceled by BHCP prior to the start of class.
4. Registration fees for the current year will be waived for parents enrolling after April 1st.

Section B There shall be no discrimination based on race, religion, sex, national origin, sexual orientation, marital status, differing mental and/or physical abilities, or on any other unlawful basis.

Section C Maximum and minimum enrollment for each year shall be determined by the Board.

Section D Vacancies shall be filled in order of application with the exception of Section G, below.

Section E Only parents who can participate as cooperative members and who can accept the privileges and obligations of membership shall be allowed to admit their children. If for any reason these obligations are not met, the member is subject to removal according to the *Parent Removal Policy in Policies and Procedures*.

Section F Notice of non-compliance will be sent by the Board to any parent who fails to meet the requirements as set forth in the Bylaws and Procedural statements.

Section G A parent may be asked to withdraw their child from the program or transfer within the program at the recommendation of the teacher, the Director or the

Parent Instructor. If the child is to be transferred within the program, he or she will take the next available opening in the appropriate class.

Section H Parents may not bring non-enrolled children to class, as the preschool insurance only covers enrolled students, except as allowed by the Policies & Procedures section of the Parent Handbook.

Section I A limit of one set of multiples is allowed per class due to reduced parents in the class to share responsibilities. The board may authorize additional sets of multiple depending on the size of the class and the parent/child ratio. Parent work responsibilities for parents of multiples are addressed in the Policies & Procedures section of the Parent Handbook.

Section J Participating children are required to have their immunizations up to date in accordance with the current Washington Department of Social and Health Services (DSHS) requirements. Exceptions will be made for medical or religious reasons. See Certificate of Exemption for current requirements.

ARTICLE VII *Attendance*

Section A Preschool will start in September and close in May. Specific dates will be determined by the Board at the beginning of each year.

Section B Vacations and holidays observed by the preschool will be decided by the teachers and the Board before school commences, generally corresponding with the Kent School District schedule.

Section C Makeup days due to cancellation of classes will be determined by the membership of each class based on the Policies and Procedures.

ARTICLE VIII *Leave of absence and Non-Working Parent Status*

Section A A parent requesting maternity leave will be given 6 weeks of "time off" from their regularly scheduled work days immediately following the birth/adoption of a new baby. The parent is not required to make up or reschedule working days from their granted maternity leave.

Section B A parent may be granted a leave of absence from their responsibilities as a scheduled working parent, for extenuating circumstances, and after approval from the Board. The parent may be required to make up and/or reschedule working days from their granted leave of absence.

Section C If authorized by the Policies and Procedures section of the Parent Handbook, a limited number of parents may obtain Non-Working Parent Status. Rules for Non-Working Parent Status are set forth in the Policies and Procedures section of the Parent Handbook.

ARTICLE IX *Tuition, Fees and Fundraising Requirements*

Section A The tuition and fees shall be established by the Board and approved by the Board.

1. A non-refundable registration fee as established by the Board shall be paid at the time of registration.
2. Tuition shall be paid one month in advance. If tuition is unpaid by the 20th of the month it is considered delinquent and could result in the assessment of a late fee.

3. Students will not be allowed to attend class if BHCP tuition, insurance fee, fundraising requirements, or any other fee set by the board become more than 30 days late.
4. Unless Board approved arrangements have been made with the Treasurer, unpaid tuition of 60 days will result in withdrawal from the preschool.
5. Tuition is not refundable for absence unless it is a medical complication and has been approved by the Board.
6. Upon withdrawal from the class, advance tuition is refundable if two weeks notice is given and fundraising goals have been met. May tuition will not be refunded to members who withdraw after March 1st.
7. If a new child is enrolled mid-month, the tuition shall be pro-rated for the rest of the month.
8. Outstanding tuition and/or fees from previous years must be paid in full before a family will be eligible to re-enroll.

Section C If a parent is having financial difficulties that are hindering payment of tuition, they must notify the Executive Treasurer to make arrangements for payment.

Section D The per family obligation for fundraising will be determined by the Board each year based on our annual budget and enrollment.

ARTICLE X *School Positions*

Section A Executive Board

1. Elected Voting Members

Board member positions shall consist of the:
 Co-Director, Executive Secretary/PAC
 representative, Registrar, Executive Treasurer,
 Executive Fundraiser, Marketing Coordinator,
 Communications Coordinator, Playground Coordinator,

Health and Safety Coordinator, and Class Chairpersons.

2. All-School Positions and other Nonvoting Members of the Board

The teachers, Director and parent education instructor(s) are non-voting participants. The Director will vote only in the case of a tie. The other nonvoting members are the All-School Positions of Librarian, Buyer, and Housekeeper.

Section B Conditions for Members of the Board

1. The term of the Board shall be one calendar year starting on July 1st through June 30th. They will be elected in by the majority vote of the entire membership at the annual Spring Meeting. Board Members who volunteer for a Board position after the Spring Meeting shall be elected by the Board.
2. Board members may not hold more than one position at a time.
3. Only one family member may serve on the Board at the same time.
4. Any preschool Board member may resign upon giving 30 days written notice to the Director, providing sufficient time to train a new member.
5. If the preschool Board agrees that a Board member is not performing his/her duties in a satisfactory manner, they must first seek a solution to the problem. If the problem cannot be resolved, the officer can be removed by a two-thirds majority vote of the Board.

6. In the event of resignation or dismissal of a preschool Board member, a replacement will be recruited/appointed by the Board to fill that term.

Section C Committee and Class Member positions

Class Member positions may include, but are not limited to: Parent Coordinator, Class Secretary/Treasurer, Memory Book Coordinator, Teacher's Helper, Special Events/Communication Coordinator, Excursion/Field Trip Coordinator, Class Caretaker and Class Fundraising Committee.

Section D The Board consists of the Board Members and Class Chairpersons. The teachers, Director, and parent education instructor(s) are non-voting participants.

ARTICLE XI Duties of the Executive Board

Section A The Board will hold at least one meeting per month, at a time and place to be designated.

Section B The Board will be open to all members, but voting rights are reserved for the elected voting members only.

Section C The Board shall approve by a majority vote of all eligible members, all expenses over \$100 before the Treasurer can make payment.

Section D The Board shall set and approve the operational budget for the following year, including the fundraising goal for each member, to be approved by the general membership.

Section E The Board shall set tuition, fees, and schedules for classes to be effective for the following year, to be approved by the general membership.

Section F The Board shall establish a salary schedule prior to hiring teachers.

Section G Upon the recommendation of the Hiring Committee, the Board will offer a contract signed by two officers.

Section H The elected officers will be expected to fulfill all duties and obligations of Co-op members, unless otherwise noted in the Policies and Procedures.

Section I A quorum, the amount of Board members present in order for business to occur, for Board meetings consists of 2/3 of the voting members of the Board. A decision made by 2/3 of the quorum shall be considered binding.

Section J Shared positions count as one vote.

Section K In the event that a quorum is not met at a Board Meeting, or a decision needs to be made between Board meetings, members may vote electronically. Electronic voting procedures are addressed in the Policies & Procedures section of the Parent Handbook. As with a regular Board meeting, a quorum consists of 2/3 of the voting members. A decision made by 2/3 of the quorum shall be considered binding.

Section L Upon direct discovery, or confirmation of reported discovery, of any conditions that the board deems dangerous or hazardous to children's safety, the membership will be notified within 24 hours.

ARTICLE XII *Meetings*

Section A Monthly Parent Education and All-School meetings will be held as designated by the members involved.

Section B The meetings may include business, education, discussion, and socialization.

Section C Board meetings are open to all parent members.

Section D On issues requiring a vote by the entire membership, each family registered may cast one vote (i.e. only one parent in each family may vote, and families with more than one child enrolled in the preschool, receive one vote). A majority of the membership shall constitute a quorum. A simple majority of the quorum shall be considered binding.

Section E A parent enrolled in more than one class at a time shall be required to attend parent meetings as required for each class.

ARTICLE XIII *Teachers*

Section A A screening committee appointed by the Board will review applications and interview applicants.

Section B Hiring of a new teacher will be the voting responsibility of the Board members and its screening committee.

Section C Newly hired teachers will be reviewed in mid-November by the Director. Existing teachers will be reviewed in February by the Director with input from the personnel committee.

Section D All teachers will be notified by a Letter of Intent of contract renewals by the end of February.

ARTICLE XIV *Holiday Policy*

In an attempt to honor and respect all families within our community, as well as to keep the educational focus of preschool, we will celebrate the seasons of the year, encourage children to identify their similarities and differences, and provide the opportunity for each child to have a special day. Within this respectful atmosphere, children will have the opportunity to share their family's values, rituals, traditions, etc. important to them on an individual basis.

ARTICLE XV *Dissolution*

Should the organization dissolve, the Board shall, after paying or making provisions for the payment of all the liabilities, donate to PCPO all remaining funds and equipment to be distributed to the non-profit cooperative preschools that are members of PCPO. .

ARTICLE XVI

Non-Discriminatory Policy

The cooperative is organized and shall be operated exclusively for educational purposes within the meaning of Section 501(C) (3) of the 1954 Internal Revenue Code. Consistent with the requirements of this, the cooperative shall not carry on any activities precluded by the Internal Revenue Code for an organization exempt from taxation under the said section, nor shall it discriminate against members, prospective members, or their children on the basis of race, religion, sex, sexual orientation, marital status, national origin or handicapping condition (unless deemed too restrictive or severe for the child's personal safety). This non-discriminatory policy includes, but is not limited to, all facets of the cooperative's operations including its admission policy, its financial aid programs, and any other similar activity. The cooperative will not maintain separate facilities nor partition existing facilities into separate sections on the basis of race, religion, sex, sexual orientation, marital status, national origin or handicapping condition.

ARTICLE XVII

Child Abuse and Neglect Policy

BHCP teachers and parental education instructors are mandated by law (RCW 26.44.030) to report any incidence of suspected child abuse or neglect to the proper law enforcement agency or Child Protective Services (CPS). The report must be made at the first opportunity or no longer than 48 hours after the incident. Failure to make a report of suspected child abuse or neglect is a crime.

ARTICLE XVIII

Amendments

Section A

The Director will appoint a By-Law Review Committee whose function will be to review By-Laws as needed and present proposed changes to the board (including teachers and parent education instructors) for approval.

Section B These by-laws of the BHCP may be amended by a two-thirds majority vote of the membership. On issues requiring a vote by the entire membership, each family registered may cast one vote (i.e. only one parent in each family may vote, and families with more than one child enrolled in the preschool, receive one vote).

ARTICLE XIX *Policies and Procedures*

Section A The Director will appoint a Policies and Procedures committee whose function will be to review the policies and procedures as needed, and present proposed changes to the board (including teachers and parent education instructors) for approval.

Section B Policies and Procedures will be accepted by a two-thirds vote by the Board.

ARTICLE XX *Preschool Treasury*

Section A Preschool Budget

1. The Budget Committee consisting of the Executive Treasurer, Director, Co-Director, and College Instructor will develop an annual budget.
2. The annual budget for the following year must be approved by a two-thirds majority vote by the Board before being presented to the preschool membership for approval.
3. After receiving the Board's approval, the annual budget must be accepted by a simple majority vote of the membership. On issues requiring a vote by the entire membership, each family registered may cast one vote (i.e. only one parent in each family may vote, and families with more than one child enrolled in the preschool, receive one vote).
This vote will take place at the Spring All-School Meeting.
4. All monies collected from the membership for fundraising purposes must be counted by 2 voting Board members immediately following the event.

Those monies then need to be secured and deposited to BHCP's bank account by the Treasurer within 48 hours.

5. Any electronic devices used for gathering monies for the preschool must be directly connected to BHCP's bank account.